



Foreign Affairs Manual

4 FAM – Financial Management

Change Transmittal: FIN-369

Date: December 21, 2004

4 FAM 820 Miscellaneous Employee Services

Changes

1. This subchapter has been revised throughout.
2. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's Change Transmittal acronym and numerical series remains in place.
3. Revisions since the last update appear in italics and dark magenta. Other than formal titles, the italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.
4. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions (Paper Copies)

1. Remove **4 FAM 820** (TL:FIN-354, 06-30-1995, 1 page) and insert the revised 4 FAM 820 (CT:FIN-369, 12-21-2004, 3 pages).
2. After inserting the material in the binder, insert this change transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:FIN-369, and initial.

Distribution Notice

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3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal letter.

(RM/FPRA/FPMC)